DOCUMENT RESUME

ED 319 407 IR 053 158

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TITLE Handbook for Local Coordinators: Value-Added, Compact Disk, Union Catalog Test Phase.
INSTITUTION Associated Coll. Libraries of Central Pennsylvania, Middletown.
SPONS AGENCY Department of Education, Washington, DC.
PUB DATE 9 Feb 90
NOTE 38p.
PUB TYPE Guides - Non-Classroom Use (055)

EDRS PRICE MF01/PC02 Plus Postage.
DESCRIPTORS *Bibliographic Databases; *College Libraries; Higher Education; Library Networks; *Online Catalogs; *Optical Disks; Pilot Projects; *Research Libraries; *Union Catalogs

ABSTRACT

In 1988, the Associated College Libraries of Central Pennsylvania received a grant to create a value-added, compact disk, union catalog from the U.S. Department of Education's College Library Technology and Cooperative Grants Program, Title II of the Higher Education Act. Designed to contain, in time, 2,000,830 records from 17 member library databases, the union catalog has been designed to provide virtual research library resources for faculty, students, and staff at participating institutions. The purpose of this user's manual is to provide guidance for local coordinators and individual members during the test phase of catalog development. The manual includes information on the project; project objectives; a description of the test phase; descriptions of processes and procedures to be carried out during the test phase, including product performance, user evaluation, interlibrary loan, and reciprocal borrowing procedures, and strategies for public relations and user education; and forms to be used during the test period. (Author/GL)

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Associated College Libraries of Central Pennsylvania

# Value-added, Compact Disk, Union Catalog

# Test Phase

# HANDBOOK FOR LOCAL COORDINATORS

February 9, 1990

Charles Townley, Project Director

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Charles Townley

TO THE EDUCATIONAL RESOURCES

ABSTRACT

In 1988, the Associated College Libraries of Central Pennsylvania received a grant to create a value-added, compact disk, union catalog from the U.S. Department of Education's College Library Technology and Cooperative Grants Program, Title II of the Higher Education Act. Designed to contain, in time, 2,000,830 records from 17 member library databases, the union catalog has been designed to provided virtual research library resources for faculty, students, and staff at participating institutions. The purpose of this User's Manual is to provide guidance for local Coordinators and individual members during the test phase of catalog development. In this User's Manual, users will find information on the project, objectives, a description of the test phase, processes and procedures to be carried out during the test phase, directory information, and forms to be used during the test period.

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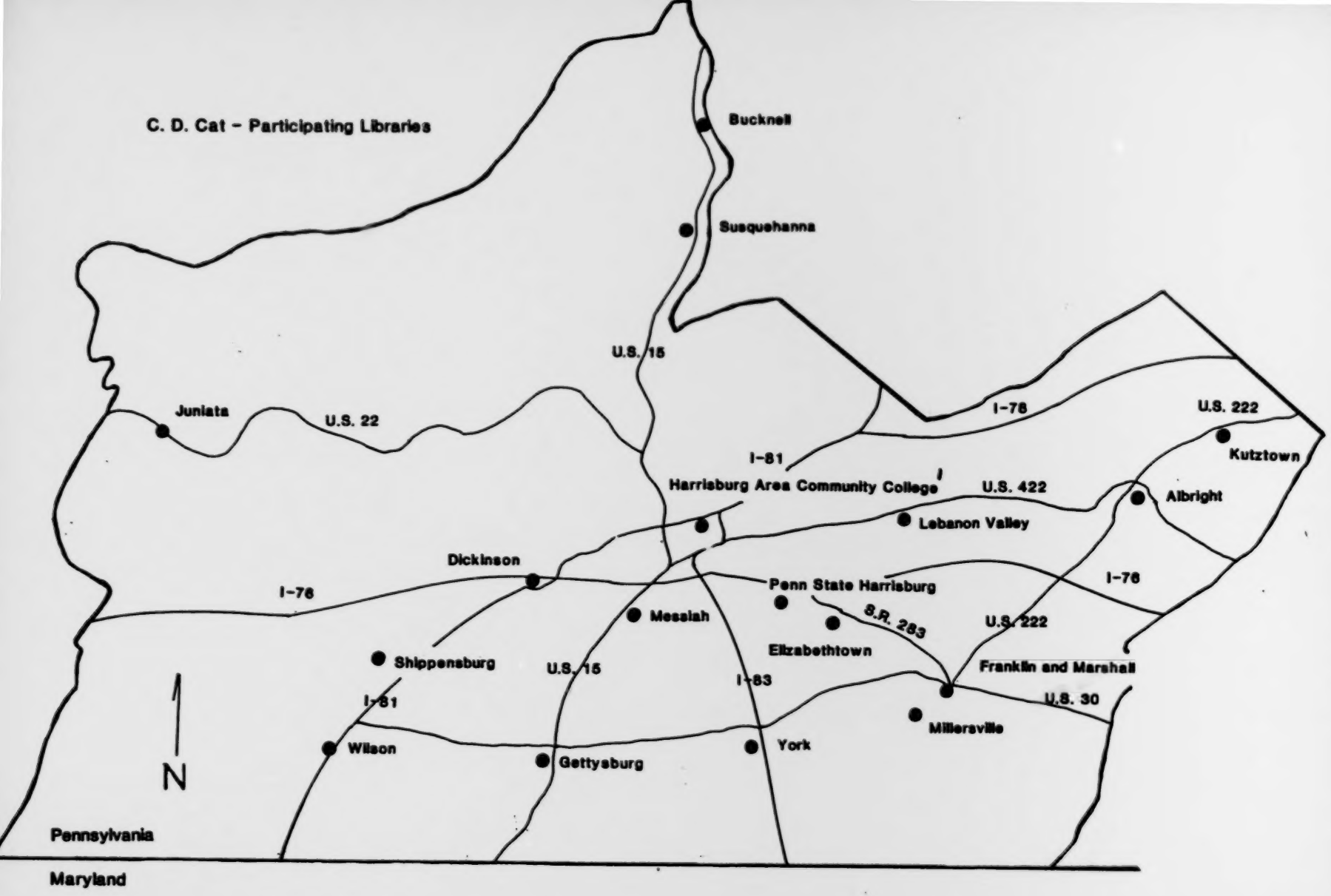
C. D. Cat - Participating Libraries
Bucknell
Susquehanna
U.S. 15
Juniata
U.S. 22
I-81
I-76
U.S. 222
Kutztown
Harrisburg Area Community College
U.S. 422
Albright
Lebanon Valley
Dickinson
I-76
Penn State Harrisburg
I-76
Messiah
S.R. 283
U.S. 222
Elizabethtown
Shippensburg
U.S. 15
I-83
Franklin and Marshall
I-81
U.S. 30
Millersville
Wilson
York
Gettysburg
N
Pennsylvania
Maryland

## Introduction

In 1988, the Associated College Libraries of Central Pennsylvania received a grant to create a value-added, compact disk, union catalog from the U.S. Department of Education's College Library Technology and Cooperation Grants Program, Title II of the Higher Education Act. Designed to contain, in time, 2,830,000 records from seventeen member library databases, the union catalog has been designed to provide virtual research library resources for faculty, students, and staff at participating institutions. The first year of the project was devoted to implementation planning, making administrative decisions, developing a database design, and making preparations for a test phase of the catalog.

## Purpose of Handbook

The purpose of this handbook is to provide guidance for local Coordinators and individual members of ACLCP during the test phase of catalog development. In this handbook, users will find information on the project, objectives, a description of the test phase, processes and procedures to be carried out during the test phase, directory information, and forms to be used during the test period. By following the guidelines presented in this handbook, local coordinators and individual members of ACLCP will be able to contribute directly to evaluating the catalog, estimating probable demand, and developing methods of public relations and user education.

## Where to Locate C.D. Cat

C.D. Cat, the tentative name for the value-added, compact disk, union catalog, is based on the Intelligent Catalog equipment, software, and technology of Library Corporation. During the test phase, each of the seventeen participating ACLCP libraries will receive one complete Intelligent Catalog station, including cabinet, equipment, software, manuals and compact disks. During the test phase, C.D. Cat should be located in a supervised area where it can be used by all library staff and by selected users. A power source will be necessary adjacent to the catalog station.

## User Support

Procedural instructions are available on the screen and through an audio system on the station itself. Manuals provide information on installation and operation. Customer support for equipment is available at the numbers listed in the Library Corporation manuals. Chronic operating problems should be shared with Mike Lynch, Chair of the Evaluation Committee (Appendix 1).

**Ownership of Database and Equipment**

The compact disk and the Intelligent Catalog workstation are the property of the Associated College Libraries of Central Pennsylvania. Policy direction on the use of the equipment and the union catalog are vested in the ACLCP General Policy Committee. Bibliographic records and location information are the property of ACLCP member libraries.

**Test Phase Objectives**

The test phase of the ACLCP union catalog project was established in the implementation plan of 1989. During the test phase, a test database containing records from seven member libraries will be used in a limited way by all seventeen participating libraries. During the test phase, participation in the project will be expanded to include all appropriate staff and a limited number of users at each ACLCP library. At the end of the test phase, appropriate changes will then be made in policy and procedure and the operational database will be created.

Objectives for local activities of the test phase are: to help evaluate product performance; to estimate interlibrary loan and reciprocal borrowing demand created by C.D. Cat; and to encourage the development of creative interlibrary loan and reciprocal borrowing procedures, public relations strategies, and user education models.

**Dates**

The test phase for the project extends from December, 1989 through August, 1990. C.D. Cat terminals should be available by February, 1990. Limited public testing will occur between February 26 and April 1, 1990 (dates inclusive). Analysis, policy changes, and creation of the operational database will occur between April and August. A summer workshop will occur in May or June, 1990. (N.B. Assumes a week of Spring break during the 5 week period, resulting in a 4 week test).

**Roles of ACLCP Committees and Local Coordinators**

Product performance will be evaluated by an Evaluation Committee assisted by comments and suggestions from individual members of ACLCP forwarded by local Coordinators (Appendix 3). The committee will review the quality of the hardware, the software, and the database. Recommendations by the committee will be forwarded through to the project director, to the advisory committee, the vendor, and the ACLCP grants committee, as appropriate, for action.

Local Coordinators at each of the seventeen libraries (Appendix 2) will coordinate local user tests of C.D. Cat. Each Coordinator will be asked to collect information about users by working with specific courses or by referring specific individuals to C.D. Cat. Staff suggestion forms will be collected by local evaluators and forwarded to the Evaluation Committee Chair for analysis (Appendix 3). Evaluations will be completed for each user session and submitted by the local coordinators to the Project Director for analysis (Appendix 4). Interlibrary loan requests and reciprocal borrowing card request generated by these users will be tabulated in the diary and analyzed by the project director to determine the probable demand that will be generated by the operational catalog.

The development of interlibrary loan and reciprocal borrowing strategies, public relations strategies, and user education models will be encouraged by local Coordinators and appropriate committee chairs. It is expected that Circulation and Interlibrary Loan personnel will develop innovative ways of handling demand created by C.D. Cat. It is hoped that a number of individual members of ACLCP will develop and test public relations strategies and user education models during the test phase.

The Chairs of the ACLCP Reference, Interlibrary Loan, and Circulation Committees will coordinate a workshop to be given during the summer of 1990, tentatively titled "1,001 Things To Do With C.D. Cat." At this workshop, the Committee Chairs will invite selected Coordinators and individual members to present their public relations strategies, user education models, interlibrary loan strategies, and reciprocal borrowing plans for the membership of those committees.

Overall coordination will remain with the Project Director and Advisory Committee. They will recommend policy to the General Policy Committee, approve changes in procedure, organize the operational database, and maintain vendor relations.

**Product Performance Procedures**

Product performance will be evaluated by the Evaluation Committee and based on agreements between Library Corporation and ACLCP. The Evaluation Committee indicates that it plans to review ten areas of concern. It will evaluate the format of the display. It will determine the effectiveness of Boolean operators in the database. It will evaluate several areas of the shelf list to determine its accuracy. Two members will check selected holdings information against OCLC to determine the completeness of the database. The Committee is seeking a method of determining if the record of choice is the one that has been used. The Committee will check selected L.C. cross-references for inclusion.

The Evaluation Committee is also seeking general input from all individual members of ACLCP. The attached Staff Evaluation Form (Appendix 3) is to be used to make suggestions. These suggestions will be collected by the local Coordinator and forwarded to the Evaluation Committee Chair for analysis. Any questions that the committee can resolve will be responded to directly. Any suggestions for Library Corporation will be incorporated in the committee's evaluation recommendations. IT IS VERY IMPORTANT TO INDICATE THE RECORD NUMBER (001) ON THE FORM.

Recommendations from the committee will be forwarded through the Project Director to the Project Advisory Committee. The Advisory Committee will consider the recommendations. Endorsed recommendations will be forwarded to project staff, Library Corporation, or ACLCP committees, as appropriate, for action.

**User Evaluation Procedures**

User evaluation will be organized at each member library by the local Coordinator. The staff evaluation described above will comprise one major part of user evaluation. The local Coordinator will train appropriate library staff in the use of C.D. Cat, its hardware, software, and database. The Coordinator will encourage staff to submit suggestions (Appendix 3) on product performance and forward them to the Chair of the Evaluation Committee for consideration.

Second, each Coordinator is asked to coordinate a limited user evaluation by introducing 30 library users to C.D. Cat during the period from February 26 through April 1, 1990 (dates inclusive). To assure maximum flexibility, the means of this evaluation is up to the local Coordinator and should be based on the needs of the institution. Some libraries may wish to introduce one or two classes. Others may want to do it on an individual referral basis. Class introductions will enable coordinators and individual members to test user education models. Individual introductions offer possibilities for testing public relations strategies. Each Coordinator is asked to submit a brief written description of how user evaluation will take place to the Project Director by February 19, 1990. The Project Director will respond with any suggestions prior to February 26. During the user test period, each local Coordinator should make an entry in the daily diary (attached) noting the number of users (non-staff) introduced to the catalog; the number of sessions on the catalog, the number of interlibrary loans requested by individuals participating, reciprocal cards issued to individuals, and narrative observations.

Each user will be asked to complete a brief user questionnaire (Appendix 4) each time they use C.D. Cat. The purpose of this questionnaire is to identify on a session-by-session basis the users' needs and the extent to which they were satisfied by C.D. Cat. Completed questionnaires should be forwarded to the Project Director at the completion of the test on April 1 for analysis. Coordinators should maintain a count of the number of uses of C.D. Cat that are made over the course of the test period, whether or not a survey was completed.

Interlibrary loan requests resulting from the limited user evaluation will be initiated by printing the record from C.D. Cat. Procedures for processing follow. Coordinators or interlibrary loan personnel will maintain a count of the number of interlibrary loan requests that are generated as a result of using C.D. Cat during the limited user evaluation and enter them in the diary.

Coordinators or their designee will also issue reciprocal borrowing cards resulting from the limited user evaluation. Coordinators will keep a count of the number of reciprocal borrowing cards issued to test users during the test period. This count will also be reported in the local Coordinator diary (Appendix 5).

During the limited user evaluation period, Coordinators will be asked to encourage individual ACLCP members at their institution to develop innovative procedures for interlibrary loan and reciprocal borrowing cards, to document public relations strategies and user education models. Coordinators should work with the Chairs of the Interlibrary Loan, Circulation, and Reference Committees respectively, to share their experience and to participate in the summer workshop.

**Interlibrary Loan Procedures**

Testing of the database by general users will occur between February 26 and April 1. (N.B. This assumes a week of Spring break during the 5 week period, resulting in a 4 week test). Throughout the period, interlibrary loan requests generated by participants in the limited user evaluation should be forwarded using normal means to one or more of the seven libraries participating in the test database. Interlibrary loan personnel should forward requests using OCLC or other normal means. They should include "C.D. Cat" in the verified field to alert to alert the lending library that the item is part of the limited user evaluation. Non test database libraries may be used following the seven test database libraries to complete a lender string. The number of interlibrary loan requests generated by participants in the limited local test should be counted daily and entered in the diary.

All other requests for books and photocopies should be forwarded in their normal way with the following change. Requests should not be sent first to any of the seven libraries participating in the test database. If other member libraries have the book, please request from them first. Then complete the string with the seven test libraries, if appropriate.

Interlibrary loans of periodical articles will not be affected by the test database at this time. Continue to use the ACLCP union list of serials to identify periodical locations and send your requests in the normal manner.

Interlibrary loan personnel are encouraged to propose new procedures for handling interlibrary loan traffic. Suggested strategies should be sent to Ruth Runion-Slear, Chair of the Interlibrary Loan Committee, for consideration in the summer workshop. (N.B. Some of the seven libraries contributing databases plan to measure interlibrary loan requests received and reciprocal borrowing loans made. This will provide additional data on probable demand.)

**Reciprocal Borrowing Procedures**

Reciprocal borrowing cards for participants in the limited user evaluation will be issued by the local Coordinator or designee. A count of the number of reciprocal borrowing cards issued as part of the test will be kept for the test period February 26-April 1, 1990.

Coordinators and circulation personnel in member libraries are encouraged to develop procedures for handling reciprocal borrowing cards when the catalog becomes operational. Suggestions should be sent to Nancy Lucabaugh, Chair of the Circulation Committee. They will be considered for presentation at the summer workshop.

**Public Relations Strategies**

Coordinators and other individual members of ACLCP are encouraged to develop public relations strategies intended to introduce C.D. Cat to users of ACLCP libraries. Public relations strategies may be tested during the limited user evaluation provided that it is does not create additional demand for use of the C.D. Cat or extend past the February 26 to April 1 schedule for general users. Local Coordinators will collect public relations strategies and share them with Naomi Hershey, Chair of the Reference Committee, for possible inclusion in the summer workshop.

**User Education Models**

Local Coordinators will be responsible for coordinating units of user education developed for use during the limited user evaluation. It is expected that most of this user education will focus on introducing the equipment, the procedural instructions on the machine, and introducing concepts for how to use C.D. Cat effectively to answer information needs. Coordinators and user educators are encouraged to test their models only during the limited user evaluation. Promising models should be forwarded to Naomi Hershey, Chair of the Reference Committee for possible inclusion in the summer workshop.

**Summer Workshop**

The Chairs of the Reference, Interlibrary Loan, and Circulation Committees will be responsible for providing the program for a one day workshop on C.D. Cat to be held in May or June. The Reference Committee Chair will ask individual members to present the most promising public relations strategies and user education models. The Chair of the Interlibrary Loan Committee will organize presentations on handling interlibrary loan demand created by C.D. Cat. General recommendations on C.D. Cat interlibrary loan procedures will be developed by the summer workshop participants. Circulation personnel, led by the Chair of the Circulation Committee, will present local procedures for handling reciprocal borrowing generated by C. D. Cat. Recommendations for general ACLCP reciprocal borrowing procedures will also be developed at the workshop. the Project Director will present projections for interlibrary loan and reciprocal borrowing demand and discuss any recommendations for changes in procedure.

**Expected Outcomes**

The following outcomes are expected from the testing period. Product performance in terms of hardware, software, and database quality should be evaluated and recommendations for operational changes and improvements made. Library directors, interlibrary loan, and circulation personnel should have reasonably accurate predictors of the additional demand that will be created by the operational catalog. This can be used to plan increases in work load and to document needs for additional personnel and resources. Interlibrary loan and circulation personnel should have recommended functional procedures on handling interlibrary loan and reciprocal borrowing requests within ACLCP. They should also have had the opportunity to share their best strategies for managing interlibrary loan and reciprocal borrowing at local libraries. Public service librarians should have had an opportunity to develop test and share effective public relations strategies and user education models associated with C. D. Cat.

Appendix 1

Associated College Libraries of Central Pennsylvania
C. D. Cat Committees

**Project Advisory Committee**

| Name | Library | Phone |
|---|---|---|
| Nelson Bard | Elizabethtown | 367-1151 |
| Peter Deekle | Susquehanna | 372-4320 |
| Charles Peguese | HACC | 780-2468 |
| Kathy Spencer | F & M | 291-4216 |
| Charles Townley, Chair | Penn State | 948-6079 |
| JoAnne Young | Bucknell | 524-1557 |

**Evaluation Committee**

| | | |
|---|---|---|
| Bob Gimmi | Shippensburg | 532-1475 |
| Cat Hintze | HACC | 780-2465 |
| Soo Lee | Messiah | 691-6006 |
| Mike Lynch, Chair | Bucknell | 524-1662 |
| Kris Senecal | Dickinson | 245-1866 |
| Jim Fogarty, Consultant | | 544-9131 |
| Charles Townley, ex officio | Penn State | 948-6079 |

**Circulation Committee Chair**

| | | |
|---|---|---|
| Nancy Lucabaugh | York | 846-7788 |

**Interlibrary Loan Committee Chair**

| | | |
|---|---|---|
| Ruth Runion-Slear | Penn State | 948-6071 |

**Reference Committee Chair**

| | | |
|---|---|---|
| Naomi Hershey | Elizabethtown | 367-1151 |

**Project Director**

| | | |
|---|---|---|
| Charles Townley | Penn State | 948-6079 |

Appendix 2

Associated College Libraries of Central Pennsylvania
C.D. Cat Local Coordinators

| | | |
|---|---|---|
| Albright | Rosemary Deegan | 215-921-7517 |
| Bucknell | Dot Thompson | 717-524-1461 |
| Dickinson | Kris Senecal | 717-245-1866 |
| Elizabethtown | Sylvia Tiffany | 717-367-1151 |
| Franklin & Marshall | Barbara Sargen | 717-291-3844 |
| | and | |
| | Mary Rutherford | 717-291-4224 |
| Gettysburg | Anna Jane Moyer | 717-337-7006 |
| HACC | Cathryn Hintze | 717-780-2465 |
| Juniata | Alexa Jaffurs | 814-643-4310 |
| Kutztown | Bruce Hanson | 215-683-4480 |
| Lebanon Valley | Donna Miller | 717-867-6119 |
| Messiah | Soo Lee | 717-691-6006 |
| Millersville | Evelyn Lyons | 717-872-3611 |
| Penn State Harrisburg | Dorothy Malcom | 717-948-6079 |
| Shippensburg | Berkley Laite | 717-532-1473 |
| Susquehanna | Kathleen Dalton | 717-372-4160 |
| Wilson | Kay Bender | 717-264-4141 |
| York | Bill Markley | 717-846-7788 |

Appendix 3

ACLCP CD-ROM Union Catalog
Evaluation Phase
Staff Evaluation Form

Date:

From:

Institution:

Telephone:

Record # (001):

I. I contacted Library Corporation due to the following problem(s):

Their answer was:

II. My suggestion for improvements needed in the hardware, software, or database of the ACLCP CD-ROM Union Catalog is:

Send this form to your local Coordinator.

Appendix 4

Associated College Libraries of Central Pennsylvania
User Evaluation Form

1. Date:

2. Library:

3. I searched C. D. Cat to find information about:

4. I found useful information:

   Yes _____ No _____

5. It was located:

   at this library _____at another library_____

6. As a result of using C. D. Cat, I (check all that apply)

   used materials at this library _____
   used my ACLCP card to borrow materials at another library _____
   used materials at another library _____
   requested an interlibrary loan _____
   other _____

7. The best thing about C. D. Cat is:

8. The worst thing about C. D. Cat is:

Return to your local Coordinator.

THE PENNSYLVANIA STATE UNIVERSITY
Inter-Office Correspondence

Date: July 6, 1989

From: Charles Townley CT

To: ACLCP General Policy Committee and Committee Chairs

Re: Update Number One

Several people have indicated a desire for periodic updating on the ACLCP CD-ROM project. I will be issuing a brief summary of what's going on, on an irregular basis, beginning with this document. Please let me know if there are any things that you would like to include related to the CD-ROM project.

Attached please find a memo dated July 3 which is an update of the memorandum that I distributed at the General Policy Committee meeting in June. The major change is that the interlibrary loan personnel have been polled and have decided to request that holdings be listed alphabetically by school.

Under separate cover, I am requesting the directors of those libraries that will be participating in the test database--Dickinson, Franklin and Marshall, Kutztown, HACC, Elizabethtown, Juniata, and Bucknell--to begin sending databases to Library Corporation. While database delivery will depend on processing, everyone is in agreement that we will deliver as early as possible in the fall. Both equipment and test databases will be delivered.

The project committee will be meeting on July 14 to begin planning the evaluation of the test database. We are now beginning the testing phase described in the implementation plan dated February 13, 1989.

Please feel encouraged to call me at 717-948-6079 with any questions or concerns.

CT:mfc
Attachment

Associated College Libraries of Central Pennsylvania
CD-ROM Catalog Project
Project Committee Minutes
9/14/89

In attendance: Deekle, Peguese, Spencer, Townley.

Charles Townley reported the agreement with Library Corporation had been signed and preprocessing costs have been prepaid as agreed.

Library Corporation has received tapes from the five test libraries. As expected, there are technical difficulties with most of the tapes. Library Corporation is now reading all tapes and testing interfiling programs. We expect to have a test database for evaluation this fall.

The committee agreed to request members of the technical committee to continue to serve as the project evaluation committee. Charles will contact the chair and other members of the committee to see if they are willing to continue their service. Replacements will be found for those unable to continue. The chair will be asked to continue as chair.

A charge will be developed for the evaluation committee after further discussions with Library Corporation and individual members of the project committee. The charge will be developed in consulation with the chair of the evaluation committee. It will be reviewed by members of the project committee.

THE PENNSYLVANIA STATE UNIVERSITY
Inter-Office Correspondence

Date: October 3, 1989

From: Charles Townley CT

To: ACLCP General Policy Committee and Committee Chairs

Re: CD-ROM Project Update No. 2

Throughout August and September, Library Corporation has been working to read the five (5) test library databases and to create programs that will interfile the data. We are expecting to see a test database available at the end of October.

The project committee has met to consider options for the evaluation process of the test database. It has been decided to ask the members of the technical committee to serve. It is also intended to involve at least one (1) individual at each library in the evaluation process. Detailed plans will be developed within the next two (2) to three (3) weeks. Library directors and individual librarians will be contacted regarding their willingness to assist in the evaluation process.

Please feel encouraged to call me at 717-948-6079 with any questions or concerns. Attached please find the minutes from the project committee meeting of September 14, 1989.

CT:mfc
Attachment

bcc: Technical Committee

THE PENNSYLVANIA STATE UNIVERSITY
Inter-Office Correspondence

Date: November 15, 1989

From: Charles Townley CT

To: ACLCP General Policy Committee and Committee Chairs

Re: CD-ROM Project Update No. 3

Library Corporation has now read all tapes from the five test library databases. Some 529,000 records have been read. Of that number of records, 45 records do not have either an OCLC (519,000) or an LCCN (350,000) number. Therefore, the file is almost entirely linkable as we have designed the project.

Library Corporation plans to start merging the tapes on November 27, 1989. Depending on how many records are merged, it may take up to 20 days, days of computer time to read and build indexes for the file. Thus, the database is likely to be ready for distribution sometime during December. Members of the ACLCP General Policy Committee will be asked to indicate whether or not they would like us to wait until the first of January to deliver the equipment and databases.

The project director admits to having delayed work on the evaluation. The press of local affairs at Penn State Harrisburg has been overwhelming. I expect to spend a significant amount of time with the technical committee and individuals from each institution during December getting ready to evaluate the test databases when they are delivered.

The evaluation process will involve staff primarily. We will be looking at the adequacy of Library Corporation equipment and software, the quality of the database, and introduction strategies--particularly impacts on interlibrary loan and user education.

CT:mfc
cc: Technical Committee
James Fogarty
Linda Loeb
Mark Wilson

THE PENNSYLVANIA STATE UNIVERSITY
Inter-Office Correspondence

Date: January 4, 1990

From: Charles Townley CT

To: ACLCP General Policy Committee and Committee Chairs

Re: CD-ROM Project Update No. 4

Thanks to all directors who have been very responsive in naming local coordinators for the CD-ROM catalog evaluation process. A list of local coordinators is attached. I look forward to working with these people during the Spring semester as we seek to evaluate the strengths and the weaknesses of the CD-ROM catalog.

Local coordinators, the evaluation committee, and the chairs of the reference, interlibrary loan, and circulation committees will be invited to attend a training session to be scheduled soon at the Harrisburg Area Community College. At this session we will be reviewing the evaluation process and providing detailed instructions on use of the machine, and answering questions regarding the CD-ROM catalog.

Mark Wilson reports that processing on the C.D. Cat. hit a snag during Christmas. It has been corrected and the database is being reloaded. He now expects to ship the catalogs in late January. He has been given a contact person at each institution. Please expect a call on making arrangements for delivery. We will deliver machines prior to the workshop. Staff are welcome to use them before the workshop to gain some experience and to generate some questions.

Under separate cover, local coordinators and committee chairs are receiving an evaluation handbook detailing the evaluation process that we will use. The Evaluation Committee and me have tried to construct an evaluation process that will involve staff in a meaningful way as well give us the information we need to begin the operational phase of the project. Please feel encouraged to review the evaluation handbook prior to the training meeting.

Finally, if you have said value-added, compact disk, union catalog as much as I have, you begin to look for a less wordy name to encompass this project. We also need a logo. To this end, I have suggested the name C.D. Cat. The logo would be a slightly overweight and bookish cat with the stripes on his back spelling out the names of the participating libraries. If I don't get booed down at the next general policy committee meeting , we probably will go with it.

Attachment

THE PENNSYLVANIA STATE UNIVERSITY
Inter-Office Correspondence

Date: January 17, 1990

From: Charles Townley CT

To: ACLCP General Policy Committee and Committee Chairs

Re: CD-ROM Project Update No. 5

I have had several calls on the training session. It was originally scheduled for Wednesday, January 24. Due to the Christmas snag in processing, THIS MEETING IS POSTPONED.

Mark indicates the database is in the last of 19 processing steps. The total number of records is 1,086,778. After merging, 709,523 records will appear in the test database. Of these, 497,641 are held at one location. Other interesting data will be distributed soon.

THE TRAINING SESSION WILL BE SCHEDULED AS SOON AS PROCESSING IS COMPLETE. PLEASE LET ALL LOCAL COORDINATORS AND EVALUATION COMMITTEE MEMBERS KNOW ABOUT THE POSTPONEMENT.

Thanks.

CT:mfc

THE PENNSYLVANIA STATE UNIVERSITY
Inter-Office Correspondence

Date: February 12, 1990

From: Charles Townley CT

To: ACLCP Local Coordinators, ACLCP General Policy Committee, Committee Chairs

Re: CD-ROM Project Update #6

Local Coordinators are receiving copies of previous updates, the handbook, the instructions, and the diary. These have been placed into a binder to be used along with the materials provided by Library Corporation. Other updates will be provided as the need arises throughout the test period.

Please note that the material in the directions, currently loaded into your disk or machine, need to be updated for Kutztown University. The Kutztown update is provided in the instruction section of the binder.

I have attempted to summarize the local Coordinators' responsibilities with the following six points:

1. Attend training session (done).
2. Train appropriate library personnel (by February 26).
3. Distribute, collect, review, and forward staff evaluation forms (ongoing, at least until April).
4. Prepare plan for limited user evaluation and share summary of this plan with Project Director (by February 19).
5. Coordinate limited user evaluation, collect user evaluation forms, keep diary, and collect statistics (February 26-April 1).
6. Work with Reference, Interlibrary Loan, and Circulation to encourage local participation in summer workshop (through May).

Please feel free to call me at 717-948-6079 with any questions or concerns.

\mfc

THE PENNSYLVANIA STATE UNIVERSITY
Inter-Office Correspondence

Date: February 15, 1990

From: Charles Townley CT

To: ACLCP Local Coordinators, ACLCP General Policy Committee, Committee Chairs

Re: CD-ROM Project Update #7

The microcomputing equipment was shipped on February 14. You should receive your equipment by February 19. If you do not, please call me at 717-948-6079. Cases for the equipment will be shipped as they are delivered to Library Corporation. We expect them to be at your library by February 23. Please call me at the above number if you have not received them by February 23.

Local Coordinators are urged to call Library Corporation with all of their questions regarding equipment, use of the stations, or any other questions related to equipment and use of the Intelligent Catalog. Attached to this memo, please find your customer service number. This customer service number should be retained by the local Coordinator and used by that individual when they contact Library Corporation. The number should not be given out to others. Names of local Coordinators have been supplied to Library Corporation to facilitate communications. Please also complete a Staff Evaluation Form to send to Mike Lynch.

Questions related to the database should be sent directly to Mike Lynch for analysis by the Evaluation Committee. Some of this analysis will require that the software used to create the database be mounted on a mainframe for testing. Therefore, these questions will have to be handled in a batch mode under the coordination of Mike Lynch. Local Coordinators should feel free to use their best judgment in routing questions to Library Corporation or to Mike Lynch. After a week or two, I assume we'll have a pretty good idea as to what constitutes a database question or a question about anything else. In the meantime, a little good humor and patience should see us through.

Enclosed please find two versions of Appendix 4. Appendix 4a is for those seven libraries who contributed to the test database. Appendix 4b is for those libraries which did not contribute to the test database. Basically one has questions related to finding materials in the local library and the other does not.

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Attachments

Appendix 4a

Associated College Libraries of Central Pennsylvania
User Evaluation Form

1. Date:

2. Library:

3. I searched C. D. Cat to find information about:

4. I found useful information:

   Yes _____ No _____

5. It was located:

   at this library _____ at another library _____

6. As a result of using C. D. Cat, I (check all that apply)

   _____ used materials at this library
   _____ used my ACLCP card to borrow materials at another library
   _____ used materials at another library
   _____ requested an interlibrary loan
   _____ other
   _____ nothing

7. The best thing about C. D. Cat is:

8. The worst thing about C. D. Cat is:

Return to your local Coordinator.

Appendix 4b

Associated College Libraries of Central Pennsylvania
User Evaluation Form

1. Date:

2. Library:

3. I searched C. D. Cat to find information about:

4. I found useful information:

Yes _____ No _____

6. As a result of using C. D. Cat, I (check all that apply)

____ used my ACLCP card to borrow materials at another library
____ used materials at another library
____ requested an interlibrary loan
____ nothing
____ other

7. The best thing about C. D. Cat is:

8. The worst thing about C. D. Cat is:

Return to your local Coordinator.

Associated College Libraries of Central Pennsylvnia

Value-added, Compact Disk, Union Catalog

Test Phase

DIARY

February 9, 1990

Charles Townley, Project Director

Monday, February 26, 1990

# Users Introduced _____
# Uses _____
# ILL Requests _____
# Reciprocal Borrowing Cards _____

Comments:

Tuesday, February 27, 1990

# Users Introduced _____
# Uses _____
# ILL Requests _____
# Reciprocal Borrowing Cards _____

Comments:

Wednesday, February 28, 1990

# Users Introduced _____
# Uses _____
# ILL Requests _____
# Reciprocal Borrowing Cards _____

Comments:

Thursday, March 1, 1990

# Users Introduced _____
# Uses _____
# ILL Requests _____
# Reciprocal Borrowing Cards _____

Comments:

ACLCP CD-ROM Union Catalog
Instructions to be Entered Into the Message Section
of the Union Catalog

C. D. Cat - What is it?

C. D. Cat is the union catalog of the seventeen collegiate library members of the Associated College Libraries of Central Pennsylvania. Initially funded with a grant from the U.S. Department of Education through the Higher Education Act, C. D. Cat is maintained by the participating libraries to enhance resource sharing and to promote library automation. Users are encouraged to make recommendations for improvements. See your local C. D. Cat Coordinator.

Reciprocal Borrowing

Any student, faculty, or staff member of an institution served by an ACLCP library is eligible to borrow library materials at other ACLCP libraries. These borrowing privileges are subject to some restrictions. Students are responsible to the library at their institution for the return or replacement of materials borrowed from other schools.

C. D. Cat makes it easy for you to identify materials you would like to borrow from other libraries. If you see something you want to borrow, please see someone at the reference or circulation desk at your library to obtain an ACLCP borrower's card. YOU MUST HAVE AN ACLCP BORROWER'S CARD ISSUED BY YOUR LIBRARY BEFORE YOU CAN BORROW MATERIALS FROM ANOTHER ACLCP LIBRARY. Some materials, such as reference books and audiovisual materials, cannot be borrowed from other ACLCP libraries. If you have a question, please seek advice from your reference or circulation desk.

PLEASE FEEL ENCOURAGED TO USE RECIPROCAL BORROWING. It can often save you a great deal of time to travel the short distance to another ACLCP library rather than waiting on your library to get it. Remember you must have an ACLCP borrower's card issued at your library before you can borrow books from another ACLCP library.

Interlibrary Loan

Interlibrary Loan is also available for faculty, students and staff at institutions served by ACLCP member libraries.

If you see something that you wish to obtain through interlibrary loan, please print a copy of the C. D. Cat record and take it to your interlibrary loan desk. They will be able to tell you how long it will take to obtain the interlibrary loan. MOST INTERLIBRARY LOANS TAKE AT LEAST TEN (10) WORKING DAYS.

Suggestions

C. D. Cat is a new kind of library animal. We would like to know what you think of it. Is it useful? What would make it more useful to you? Please contact _____, your C. D. Cat Coordinator with your suggestions.

Directions to ACLCP Libraries

The map identifies the rough geographic location for each ACLCP participating library. Directions, telephone number and posted hours are provided below.

**Albright College**

The Gingrich Library at Albright College is located in Reading near the entry arch on 13th Street. Exit U.S. 222 at 11th Street and drive south to Bern Street. Turn left on Bern and cross 13th, turn right into visitor's parking. The Library telephone number is 215-921-7517.

| | | |
|---|---|---|
| Hours: | Monday-Thursday | 8:00 a.m. - Midnight |
| | Friday | 8:00 a.m. - 10:00 p.m. |
| | Saturday | 9:00 a.m. - 10:00 p.m. |
| | Sunday | 12:00 noon - Midnight |
| | Exam, vacation and summer hours as announced. | |

**Bucknell University**

Bertrand Library is located in the middle of the Bucknell campus in Lewisburg, PA. Turn off U.S. 15 at the main entrance of the university and park in visitor's parking on Moore Avenue. The library telephone number is 717-524-1882.

| | | |
|---|---|---|
| Hours: | Monday-Thursday | 8:00 a.m. - Midnight |
| | Friday | 8:00 a.m. - 10:00 p.m. |
| | Saturday | 9:00 a.m. - 10:00 p.m. |
| | Sunday | 12 noon - Midnight |
| | Vacations as announced. | |

**Dickinson College**

Spahr Library at Dickinson College is located on West High Street at the center of the campus. Exit I-76 at Exit 16 (Carlisle) and proceed south on Hanover Street to High Street. Turn right on High Street and proceed to the library. From I-81, use Exit 16 (High Street) and proceed west to the college. Street parking is available. The library telephone number is 717-245-1397.

| | | |
|---|---|---|
| Hours: | Monday-Thursday | 8:00 a.m. - Midnight |
| | Friday | 8:00 a.m. - 10:00 p.m. |
| | Saturday | 9:00 a.m. - 10:00 p.m. |
| | Sunday | 11:00 a.m. - Midnight |
| | Late night study and summer as announced. | |

**Elizabethtown College**

Zug Memorial Library is located near the Administration Building of Elizabethtown College. Visitor parking is available in front of the Administration Building. Exit State Route 283 onto State Route 743. Turn left onto State Route 230 and drive through downtown Elizabethtown. Turn left on College Avenue. Turn right at the college entrance and proceed to visitor parking. The library telephone number is 717-367-1151

| | | |
|---|---|---|
| Hours: | Monday-Thursday | 8:00 a.m. - midnight |
| | Friday | 8:00 a.m. - 10:00 p.m. |
| | Saturday | 1:00 p.m. - 5:00 p.m. |
| | Sunday | 1:00 p.m. - midnight |
| | Vacation and summer hours as announced | |

**Franklin and Marshall College**

Shadek-Fackenthal Library is located on College Avenue. Exit U.S. 30 at Harrisburg Pike. Drive southeast into Lancaster. Turn right on College Avenue. Street parking is available in front of the Library. The library telephone number is 717-291-4223.

| | | |
|---|---|---|
| Hours: | Monday-Thursday | 8:00 a.m. - midnight |
| | Friday | 8:00 a.m. - 10:00 p.m. |
| | Saturday | 9:00 a.m. - 10:00 p.m. |
| | Sunday | 11:00 a.m. - midnight |
| | Vacation and summer hours as announced | |

**Gettysburg College**

Musselman Library is located at the center of the Gettysburg College campus. Follow U.S. Route 15 (Business) to Carlisle Street and the college campus. Turn right onto Stevens Street. Street and lot parking are available. The library telephone number is 717-337-7000.

| | | |
|---|---|---|
| Hours: | Monday-Thursday | 8:30 a.m. - 11:30 p.m. |
| | Friday | 8:30 a.m. - 11:00 p.m. |
| | Saturday | 9:30 a.m. - 10:00 p.m. |
| | Sunday | 12:00 noon - 11:30 p.m. |
| Summer: | | |
| | Monday-Friday | 8:30 a.m. - 4:00 p.m. |
| | Vacations as announced | |

**Harrisburg Area Community College**

McCormick Library is located near Alumni Drive. Lot parking is available for visitors opposite the Library. Exit I-81 at Cameron Street and drive south. Turn right at first light and follow signs to College. The library telephone number is 717-780-2460.

| | | |
|---|---|---|
| Hours: | Fall/Spring | |
| | Monday-Thursday | 8:00 a.m. - 9:00 p.m. |
| | Friday | 8:00 a.m. - 4:30 p.m. |
| | Saturday | 10:00 a.m. - 2:00 p.m. |
| | Sunday | 1:00 p.m. - 5:00 p.m. |
| | Summer (Mon.-Thurs.) | 8:00 a.m. - 8:00 p.m. |
| | (Closed Fridays and weekends) | |

**Juniata College**

Beeghly Library is located on Monroe Street near the center of the Juniata College campus. Take U.S. 22 to Huntingdon and follow signs to the College. Street parking is available. The library telephone number is 814-643-4310.

| | | |
|---|---|---|
| Hours: | Monday-Thursday | 8:00 a.m. - 1:00 a.m. |
| | Friday | 8:00 a.m. - 8:00 p.m. |
| | Saturday | 10:00 a.m. - 8:00 p.m. |
| | Sunday | 12:00 noon - 1:00 a.m. |

**Kutztown University**

Rohrbach Library is located off Schaeffer Lane on the campus of Kutztown University. Follow Old U.S. 222 (Main Street) to the University campus. Turn north onto Schaeffer Lane. Campus parking is available during evenings and weekends. Auxiliary off-campus parking available during day-time hours. The library telephone number is 215-683-4480.

| | | |
|---|---|---|
| Hours: | Monday-Thursday | 7:45 a.m. - Midnight |
| | Friday | 7:45 a.m. - 5:00 p.m. |
| | Saturday | 11:00 a.m. - 5:00 p.m. |
| | Sunday | 2:00 p.m. - Midnight |
| Summer: | | |
| | Monday-Thursday | 8:00 a.m. - 10:00 p.m. |
| | Friday | 8:00 a.m. - 5:00 p.m. |
| | Saturday | 11:00 a.m. - 5:00 p.m. |
| | Sunday (Closed) | |

**Lebanon Valley College**

Gossard Library is located at the south end of the Lebanon Valley College campus. Follow U.S. 422 to North White Oak Street. Turn north and drive two blocks to the visitor parking lot. The library telephone number is 717-867-6120.

| | | |
|---|---|---|
| Hours: | Monday-Friday | 8:00 a.m. - 11:30 p.m. |
| | Saturday | 9:00 a.m. - 7:00 p.m. |
| | Sunday | 12:00 p.m. - 11:30 p.m. |
| Summer: | Monday-Friday | 8:00 a.m. - 9:00 p.m. |
| | Saturday | 10:00 a.m. - 3:00 p.m. |

**Messiah College**

Murray Learning Resources Center is located near the Yellow Breeches Creek on the Messiah College campus. Exit U.S. 15 on Grantham Road. Drive through Grantham to the main campus entrance. Follow the signs to the library. Street and lot parking is available. The library telephone number is 717-691-6006.

| | | |
|---|---|---|
| Hours: | Monday-Thursday | 7:30 a.m. - 10:30 p.m. |
| | Friday | 7:30 a.m. - 10:00 p.m. |
| | Saturday | 8:30 a.m. - 10:00 p.m. |
| | Sunday | 2:00 p.m. - 5:00 p.m |
| Vacations/Summers: | | |
| | Monday-Friday | 8:00 a.m. - 5:00 p.m. |

**Millersville University**

Ganser Library is located at the intersection of Frederick and George Street on the Millersville University campus. Exit U.S. 30 at Rohrerstown Road. Drive south through Rohrerstown to State Route 999, turn right and follow signs to the College. Parking is near the library. The library telephone number is 717-872-3611.

| | | |
|---|---|---|
| Hours: | Monday-Thursday | 8:00 a.m. - 12 midnight |
| | Friday | 8:00 a.m. - 5:00 p.m. |
| | Saturday | 9:00 a.m. - 5:00 p.m. |
| | Sunday | 1:00 p.m. - 12 midnight |

**Penn State University at Harrisburg**

Heindel Library is located in the Olmsted Building at The Pennsylvania State University at Harrisburg. Exit State Route 283 at the Harrisburg International Airport exit. Follow signs for the airport and the college. Before entering the airport complex, take exit for State Route 230. Turn left and proceed approximately one mile to the campus. Turn left and follow signs to the Olmsted Building. Guest parking is available in the back of the Olmsted Building. The library telephone number is 717-948-6070.

| | | |
|---|---|---|
| Hours: | Monday-Thursday | 8:00 a.m. - 11:00 p.m. |
| | Friday | 8:00 a.m. - 5:00 p.m. |
| | Saturday | 10:00 a.m. - 5:00 p.m. |
| | Sunday | 2:00 a.m. - 11:00 p.m. |
| Summer session: | | |
| | Monday-Thursday | 8:00 a.m. - 10:00 p.m. |
| | Friday | 8:00 a.m. - 5:00 p.m. |
| | Saturday | 10:00 a.m. - 5:00 p.m. |
| | Sunday (closed) | |

**Shippensburg University**

Lehman Library is located towards the north end of the Shippensburg University campus. Exit I-81 at Exit 9 or 10. Proceed to Shippensburg. Turn onto King Street. Turn north at Prince Street to the campus. Lot parking is available. The library telephone number is 717-532-1462.

| | | |
|---|---|---|
| Hours: | Monday-Thursday | 8:00 a.m. - 12:00 midnight |
| | Friday | 8:00 a.m. - 8:00 p.m. |
| | Saturday | 9:00 a.m. - 5:00 p.m. |
| | Sunday | 1:00 p.m. - 12:00 midnight |

Hours vary during exams, term breaks, summer and vacations

**Susquehanna University**

Blough-Weis Library is located near University Avenue on the Susquehanna University campus. Exit U.S. 15 at the Selinsgrove exit. Follow Market Street to University Avenue. Turn west on University Avenue to Susquehanna University. Lot parking is available on University Avenue. The library telephone number is 717-372-4319.

| | | |
|---|---|---|
| Hours: | Monday-Thursday | 8:00 a.m. - 8:00 p.m. |
| | Friday | 8:00 a.m. - 5:00 p.m. |
| | Saturday | 10:00 a.m. - 5:00 p.m. |
| | Sunday | 1:00 p.m. - midnight |

Summer session:

| | |
|---|---|
| Monday-Thursday | 8:00 a.m. - 8:00 p.m. |
| Friday | 8:00 a.m. - 4:00 p.m. |
| Saturday | 10:00 a.m. - 1:00 p.m. |
| Sunday (closed) | |

**Wilson College**

Stewart Library is located off Park Avenue on the Wilson College campus. Exit I-81 at Exit 6. Follow Lincoln Way (U.S. 30) to Philadelphia Avenue (U.S. 11), turn right and proceed to campus. Turn left onto Park Avenue. Parking is available. The library telephone number is 717-264-4141-Ext. 295.

| | | |
|---|---|---|
| Hours: | Monday-Friday | 8:00 a.m. - 11:00 p.m. |
| | Saturday | 11:00 a.m. - 11:00 p.m. |
| | Sunday | 1:00 p.m. - 11:00 p.m. |

Summer and vacation periods as announced

**York College**

Schmidt Library is located near the center of the York College campus. From I-83 take Exit 6 West and turn left at third traffic light (Rathton Road). Follow signs to college. Turn right into campus. Lot parking available. The library telephone number is 717-846-7788-Ext. 356.

| | | |
|---|---|---|
| Hours: | Monday-Thursday | 8:30 a.m. - 1:00 a.m. |
| | Friday | 8:30 a.m. - 5:00 p.m. |
| | Saturday | 9:00 a.m. - 4:00 p.m. |
| | Sunday | 1:00 p.m. - 1:00 a.m. |
| | Summer as announced | |

Vacations:

| | |
|---|---|
| Monday-Friday | 8:30 a.m. - 5:00 p.m. |